

RECRUITMENT FORM Use for Staff and Non-Academic Student Positions

SUPERVISOR INFORMATION							
Name (First Last):				Title:			
Email:				Department:			
Employee ID:				Hiring Manager (if different):			
RECRUITMENT INFORMATION							
Working Title:			Position:		<input type="checkbox"/> New; Position #: Dept.		
Hours/Week: <input type="checkbox"/> Variable					Code:		
Work Location					Payroll Title (if no position #):		
Work Schedule:					Title Code (if no position #):		
					<input type="checkbox"/> Replacement for		
Number of Openings:		Appointment Type:		<input type="checkbox"/> Career			
				<input type="checkbox"/> Contract; Duration:			
				<input type="checkbox"/> Limited; Duration:			
				<input type="checkbox"/> Student, Casual:			
POSTING INFORMATION							
Posting Length (period open for applications):				Additional Job Requirements:			
<input type="checkbox"/> 2 Weeks Min. <input type="checkbox"/> Other:				<input type="checkbox"/> Background Check		<input type="checkbox"/> DMV Pull	
Post to these Sites (for STAFF Titles ONLY)				<input type="checkbox"/> CANRA REPORTER		<input type="checkbox"/> Physical Exam/ Med	
<input type="checkbox"/> UCB Jobs (external) <input type="checkbox"/> Other Specific:				<input type="checkbox"/> Other (specify):			
<input type="checkbox"/> Advertising Recommendations Requested				Job Posting Text			
Advertising Budget \$				<input type="checkbox"/> Use Job Description As-Is (attached)			
Post to these Sites (for STUDENT Titles ONLY)				<input type="checkbox"/> List salary range			
<input type="checkbox"/> Callisto <input type="checkbox"/> Workstudy				<input type="checkbox"/> List salary as "commensurate w/ experience"			
<input type="checkbox"/> Repost prior job #				<input type="checkbox"/> Use attached Job Posting			
FUNDING INFORMATION							
	Budgeted FTE	GLBU	Fund	Org/Dept	Program	Chartfield 1	Chartfield 2
Funding for Position							
External Advertising (if different)							
CALTIME Use for hourly appointments only; will default to information below unless changed							
Meal Break:		Shift Length:			Shift Occurs:		
Friendly Name:				Friendly Name Type:			
INTERVIEW TEAM (list full names as in HCM)							
ADDITIONAL SUPPORT (for STAFF Titles ONLY)							
<input type="checkbox"/> Send TAM preview for approval prior to posting live				<input type="checkbox"/> Draft/recommend interview questions			
<input type="checkbox"/> Application reviews (recruiter will contact)				<input type="checkbox"/> Schedule interviews			
<input type="checkbox"/> Phone screens				<input type="checkbox"/> Conduct Reference Checks			
Other notes:							
APPROVALS (as needed)							
Attach email approval if needed in lieu of signature below							
Supervisor		Name:			Signature:		
Fund Manager		Name:			Signature:		
Unit Manager		Name:			Signature:		
Attached: <input type="checkbox"/> Job Description & PEM <input type="checkbox"/> Draft Job Ad <input type="checkbox"/> Freeze Waiver Approval <input type="checkbox"/> Other							